



**APPROVED TRAINING ORGANIZATION
(ATO)**

AIR NAVIGATION ORDER

VERSION : 1.0
DATE OF IMPLEMENTATION : 25-10-2009
OFFICE OF PRIME INTEREST : Personnel Licensing Office

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TYPE OF DOCUMENT	AIR NAVIGATION ORDER (ANO).		
STATUS OF DOCUMENT	CONTROLLED		

A. AUTHORITY:

This Air Navigation Order (ANO) is issued by the Director General, Civil Aviation Authority in pursuance of the powers vested in him under Rules 4(3), 35 to 44, 52 to 58, 340, 342, 347,348,354,355,357,359, 360 and all other enabling provisions of the Civil Aviation Rules, 1994 (CARs, 94).

B. PURPOSE:

The purpose of this ANO is to provide regulatory framework for the issuance and renewal of Approvals for Aviation Training Organization in specific category / categories.

C. SCOPE:

This Air Navigation Order (ANO) prescribes the requirements for issuing approvals and renewals to organizations engaged in the training of aviation personnel, prescribes the general operating rules and rules for the holders of an approved training organization (ATO) approval.

D. DESCRIPTION:

D1. DEFINITIONS:

The following terms shall have the meanings assigned to them hereunder. Any other term not defined here shall have the same meanings as given in Civil Aviation Ordinance, 1960 and Civil Aviation Rules, 1994 (CARs, 94).

D1.1 ACCOUNTABLE MANAGER (AM):

The manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the Licensing authority and any additional requirements defined by the ATO. The accountable manager may delegate in writing to another person within the organisation, the day to day management but not the overall approval management responsibility.

D1.2 APPROVED TRAINING:

Training conducted under special curricula and supervision approved by Civil Aviation Authority that, in the case of aviation personnel, is conducted in an approved training organisation.

D1.3 APPROVED TRAINING ORGANISATION (ATO):

An organisation approved by PCAA in accordance with the requirements of this ANO to conduct approved training courses and operate under the supervision of the PCAA.

D1.4 AUTHORITY:

Wherever used in this ANO means Licensing Authority (LA) of PCAA. (Authority denotes to Civil Aviation Authority or CAA Board as Civil Aviation Ordinance 1982. Use abbreviation PLO or LA as defined in other ANOs)

D1.5 FINDING:

A finding is a conclusion that demonstrates non-conformity with a specific standard.

D1.6 POLICY:

A document containing the organisation's position or stance regarding a specific issue.

- D1.7 **PROCEDURE:**
A way of documenting a process.
- D1.8 **PROCEDURES MANUAL:**
A manual containing procedures, instructions and guidance for use by personnel of the ATO in the execution of their duties in meeting the requirements of the approval.
- D1.9 **PROCESS:**
A set of interrelated or interacted activities which transform inputs into outputs.
- D1.10 **QUALITY:**
The totality of features and characteristics of product or service that bear on its ability to satisfy stated or implied needs.
- D1.11 **QUALITY ASSURANCE:**
All the planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given standards and requirements, including the ones specified by the approved training organisation in relevant manuals.
- D1.12 **QUALITY AUDIT:**
A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.
- D1.13 **QUALITY INSPECTION:**
That part of quality management involving quality control. In other words, inspections accomplished to observe events/actions/documents, etc., in order to verify whether established operational procedures and requirements are fulfilled during the accomplishment of the event or action, and whether the required standard is achieved. Student stage checks and skill tests are quality inspections, and they are also quality control functions.
- D1.14 **QUALITY MANAGER:**
The manager responsible for the monitoring function and for requesting remedial action. In an ATO, the quality manager is responsible directly to the head of training.
- D1.15 **QUALITY MANUAL:**
The document containing the relevant information pertaining to the approved training organisation's quality assurance system.
- D1.16 **QUALITY OF TRAINING:**
The outcome of the training that meets stated or implied needs within the framework of set standards.
- D1.17 **SATELLITE AVIATION TRAINING ORGANISATION:**
An aviation training organisation at a location other than the aviation training organisation's principal place of business.

D1.18 **TRAINING MANUAL:**

A manual containing the training goals, objectives, standards syllabi, and curriculum for each phase of the approved training course.

D1.19 **TRAINING SPECIFICATIONS:**

A document issued to an ATO approval holder by the Authority that specifies training program requirements and authorises the conduct of training, checking, and testing with any limitations thereof.

D2. APPROVAL OF A TRAINING ORGANISATION AND CONTINUED VALIDITY:

D2.1 No person may operate an ATO without, or in violation of, an approval, ratings or training specifications issued under this ANO.

D2.2 The ATO shall display the Approval in a place accessible to the public in the principle place of business of the training organization.

D2.3 The approval and training specifications issued to an ATO shall be available on the premises for inspection by the public and the Authority.

D3. APPROVAL PROCESS:

D3.1 The ATO approval will consist of two documents:

D3.1.1 A one page approval signed by the Authority; and

D3.1.2 A multi-page training specifications signed by the AM and the Authority, containing the terms, conditions, and authorizations.

D3.2 An ATO shall perform training, checking and testing, or part thereof, only for which it is rated and within the terms, conditions, and authorizations placed in its training specifications.

D3.3 The ATO approval will contain the following items and be in a format as shown:

D3.3.1 The approval number specifically assigned to the ATO;

D3.3.2 The name and location (principle place of business) of the ATO;

D3.3.3 The date of issue and period of validity;

D3.3.4 Terms of approval relating to the courses to be taught.

D3.4 The training specifications will contain the following:

D3.4.1 The approval number specifically assigned to the ATO;

D3.4.2 The type of training authorized, including approved courses;

D3.4.3 Authorizations for the ATO; including special approvals and limitations;

D3.4.4 The name and address of any satellite training centre, and the approved training offered at each location;

D3.4.5 The facilities and equipment required to conduct the training authorized;

D3.4.6 The staff required to perform the applicable duties under this part;

- D3.4.7 Accountable Manager and Authority signatures;
- D3.4.8 The date issued or revised; and
- D3.4.9 Other items the Authority may require or allow.

D4. ADVERTISING:

- D4.1 No ATO may advertise as an approved training organization until an approved training organization approval has been issued and valid, to that facility.
- D4.2 No ATO may make any statement either in writing or orally, about itself that is false or is designed to mislead any person.
- D4.3 Whenever the advertising of an ATO indicates that it is an approved organization, the advertisement must clearly state the ATO approval number.

D5. APPLICATION FOR AN APPROVAL OF ATO:

- D5.1 The application for approval of an ATO shall be made on a form and in a manner acceptable to the Authority.
- D5.2 Each application must be made at least 60 calendar days before the beginning of any proposed training or 30 days before effecting an amendment to any approved training, unless a short filing period is approved by the Authority.
- D5.3 Each applicant shall provide:
- D5.3.1 A statement showing that the minimum qualification requirements for each management position are met or exceeded;
- D5.3.2 Undertaking that the applicant shall notify the Authority within 10 working days of any change made in the assignment of persons in the required management positions or deterioration in the manpower, equipment or facilities.
- D5.3.3 The proposed training authorizations and training specifications requested by the applicant;
- D5.3.4 The proposed location of each training facility and any satellite facility location and the courses to be taught at each location.
- D5.3.5 Two copies of its proposed training and procedures manual;
- D5.3.6 Two copies of each proposed training course curriculum, including syllabi, outlines, courseware, procedures, and documentation to support the curriculum for which approval is sought;
- D5.3.7 Documentation of the training organization's quality system;
- D5.3.8 A statement of the maximum number of students it expects to teach at any one time.
- D5.3.9 Any additional information the Authority may require time to time from the applicant.

D6. ISSUANCE OF APPROVAL TO AN ATO:

- D6.1 An applicant may be issued an ATO approval if, after investigation, the Authority finds that the applicant:
- D6.1.1 Meets the applicable regulations and standards for an ATO approval, and

D6.1.2 Is properly and adequately equipped for the performance of the training for which it seeks approval.

D7. DURATION AND RENEWAL OF APPROVAL TO AN ATO:

D7.1 An approval issued to an ATO, be effective from the date of issue until:

D7.1.1 12 months after initial issue, subject to satisfactory compliance with the requirements of this ANO; or

D7.1.2 The ATO surrenders the approval, or

D7.1.3 The Authority suspends or revokes the approval.

D7.2 The holder of an approval that expires or is surrendered, suspended, or revoked by the Authority must return the approval and training specifications to the Authority.

D7.3 An approved ATO that applies for a renewal of its ATO approval certificate must submit its request for renewal at least 90 days prior to expiry of the approval. If a request for renewal is not made within this period, the ATO must follow the application procedures prescribed by the Authority.

D8. CONTINUED VALIDITY OF AN APPROVAL:

D8.1 Unless the approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date specified in the approval, the continued validity of approval is dependent upon:

D8.1.1 The ATO remaining in compliance with this ANO;

D8.1.2 The Authority being granted access to the organization's facilities to determine continued compliance with this regulation; and

D8.1.3 The payment of any charges prescribed by the Authority.

D9. SUSPENSION OR REVOCATION:

D9.1 The Authority may suspend or revoke an ATO approval if it is established that an holder has not adhered to the requirements.

D10. CHANGES IN ATO AND AMENDMENTS IN APPROVAL:

D10.1 To enable the Authority to determine continued compliance with this part, the ATO shall provide written notification to the Authority for approval at least 60 days prior to any of the following changes:

D10.1.1 The name of the organisation;

D10.1.2 The location of the organisation;

D10.1.3 The facilities, equipment or staff that could affect the ATO certification or ratings;

D10.1.4 Any ratings held by the ATO, whether granted by the Authority or held through an ATO certification issued by another contracting state;

D10.1.5 Additional locations of the organisation;

D10.1.6 Items in the training and procedures manual, including the syllabus and curricula;

D10.1.7 The accountable manager; or

- D10.1.8 The list of management personnel identified as described in the training and procedures manual.
- D10.2 The Authority will amend the ATO approval if the ATO notifies the Authority of a change in:
- D10.2.1 Location or facilities or equipment;
- D10.2.2 Additional locations of the organisation;
- D10.2.3 Rating, including deletions;
- D10.2.4 Items in the training and procedures manual, including the syllabus and curricula;
- D10.2.5 Name of the organisation with same ownership; or
- D10.2.6 Ownership (shareholding).
- D10.3 The Authority may amend the ATO approval if the ATO notifies the Authority of a change in
- D10.3.1 The Accountable Manager;
- D10.3.2 The list of management personnel identified as described in the training and procedures manual; or.
- D10.3.3 Items in the training and procedures manual, including the syllabus and curricula.
- D10.4 When the Authority issues an amendment to an ATO approval because of new ownership of the ATO, the Authority will assign a new approval number to the amended ATO approval. The Authority may
- D10.4.1 Prescribe, in writing, the conditions under which the ATO may continue to operate during any period of implementation of the changes; and
- D10.4.2 Hold the ATO approval in abeyance if the Authority determines that approval of the ATO approval should be delayed; the Authority will notify the ATO approval holder, in writing, of the reasons for any such delay.
- D10.5 If changes are made by the ATO to the course syllabus or contents without notification to the Authority, the ATO approval may be suspended, or revoked, by the Authority.

D11. INSPECTION:

- D11.1 Beside inspections outlined in subsequent sub-paras, the Licensing Authority may at any time, inspect an ATO holder on the ATO holder's premises to determine the ATO compliance with this part.
- D11.2 Inspections will be conducted at least annually.
- D11.3 After an inspection is made, the approval holder will be notified in writing, of any deficiencies found during the inspection.
- D11.4 Inspection will also be performed on the applicant for, or the holder of an ATO approval held outside the authorizing [state] at no cost to PCAA. This inspection may be delegated to the [Authority] of the state where the ATO is located, provided an arrangement exists between the two authorities for mutual recognition of facilities.

D12. LOCATION OF THE ATO:

- D12.1 **PRINCIPAL PLACE OF BUSINESS:**

An applicant for, or holder of, an approved ATO under this part shall establish and maintain a principal place of business office that is physically located at the address shown on its approval.

D12.2 SATELLITE ATO:

D12.2.1 The holder of an ATO approval may conduct training in accordance with a training program approved by the Authority at a satellite ATO if:

D12.2.2 The facilities, equipment, personnel and course content of the satellite ATO meet the applicable requirements; and

D12.2.3 The instructors at the satellite ATO are under the direct supervision of management personnel of the principal ATO, and

D12.2.4 The Authority has issued training specifications to the ATO that reflect the name and address of the satellite ATO and the approved courses offered at the satellite ATO.

D12.3 FOREIGN LOCATIONS OF ATO:

An ATO or a satellite of an ATO approved by [State] may be located in a country outside [State] and is subject to all the applicable requirements of this ANO.

D13. FACILITIES, EQUIPMENT AND MATERIAL—GENERAL REQUIREMENTS:

D13.1 The facilities and working environment of the ATO shall be appropriate for the task to be performed and acceptable to the Authority.

D13.2 The ATO shall have the necessary information, technical data, equipment, training devices and material to conduct the courses for which it has the approval.

D13.3 Any synthetic training devices used by the ATO shall be qualified according to requirements established by the Authority and their use shall be approved by the Authority to ensure that they are appropriate to the task.

D13.4 Approval holder shall not make a substantial change in facilities, equipment or material that have been approved for a particular training program, unless that change(s) is approved in advance by the Authority.

D13.5 The facility that is the ATO principal place of business

D13.5.1 Shall not be shared with, or used by, another ATO, and

D13.5.2 Shall be adequate to maintain the files and records required to operate the business of the ATO.

Note: *the ICAO doc 9625, manual of criteria for the qualification of flight simulators, provides guidance on the approval of flight simulators.*

D14. PERSONNEL—GENERAL REQUIREMENTS:

D14.1 The ATO shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organisation.

D14.2 The ATO shall employ the necessary personnel to plan, perform and supervise the training to be conducted.

D14.3 The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the Authority.

D14.4 The ATO shall ensure that all instructional personnel receive initial and re-current training appropriate to their assigned tasks and responsibilities.

D14.5 The training program established by the ATO shall include training in knowledge and skills related to human performance.

Note: *guidance material to design training programs to develop knowledge and skills in human performance can be found in ICAO doc 9683, human factors training manual.*

D15. RECORD KEEPING — GENERAL REQUIREMENTS:

D15.1 STUDENT RECORDS:

D15.1.1 The ATO shall retain detailed student records to show that all requirements of the training course have been met, as approved by the Authority.

D15.1.2 These records shall be kept for a minimum period of two years after completion of the training.

D15.2 ATO STAFF RECORDS:

D15.2.1 The ATO shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.

D15.2.2 These records shall be kept for a minimum period of two years after the instructor or examiner ceases to perform a function for the ATO.

D16. ATO'S APPROVAL FOR TESTING:

D16.1 The Authority may approve an ATO to conduct the testing required for the issuance of a licence or rating.

D16.2 The ATO personnel authorized to conduct the testing shall be approved by the Authority.

D17. QUALITY SYSTEM—GENERAL REQUIREMENTS:

D17.1 The ATO shall establish a quality system to ensure that training and instructional practices comply with all relevant requirements.

D17.2 The quality system shall be approved by the Authority.

D18. SAFETY MANAGEMENT SYSTEM:

D18.1 All the ATOs shall have the safety programme, which shall include:

D18.1.1 Identifies safety hazards;

D18.1.2 Ensure the implementation of remedial action necessary to maintain agreed safety performance;

D18.1.3 Provides for continuous monitoring and regular assessment of the safety performance; and

D18.1.4 Aims at a continuous improvement of the overall performance of the safety management system.

D18.2 A safety management system shall clearly define lines of safety accountability throughout the approved training organization, including a direct accountability for safety on the part of senior management.

Note: *The framework for the implementation and maintenance of a safety management system is contained in Annex – 1, Appendix 4. Guidance on safety management systems is contained in the safety management manual (Doc 9859).*

D19. ATO TRAINING AND PROCEDURES MANUAL — GENERAL REQUIREMENTS:

D19.1 The ATO shall provide a training and procedures manual, approved by the Authority, for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:

- D19.1.1 A general description of the scope of training authorized under the ATO's terms of approval;
- D19.1.2 The content of the training programs offered including the courseware and equipment to be used;
- D19.1.3 A description of the organizations quality system;
- D19.1.4 The name, duties and qualification of the person designated as the accountable manager;
- D19.1.5 A description of the duties and qualification of the personnel responsible for planning, performing and supervising the training;
- D19.1.6 A description of the procedures used to establish and maintain the competence of instructional personnel;
- D19.1.7 A description of the method used for the completion and retention of the training records.
- D19.1.8 A description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and
- D19.1.9 A description of the selection, role and duties of authorized persons approved to conduct testing for a licence or rating, when an ATO has been approved by the Authority to conduct such testing.
- D19.1.10 The ATO shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.
- D19.1.11 The ATO shall promptly furnish copies of all amendments to the training and procedures manual to the Authority and other personnel and organizations to whom the manual has been issued.
- D19.1.12 In case of on- the job training requirement the facility should be approved by the Authority or in case of delegation of this responsibility to other ATO. A document (elaborating the responsibilities) acceptable to the authority duly signed by both the ATO should be submitted prior to approval.

E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES):

E1. ACRONYMS:

- AME-LWTR : AIRCRAFT MAINTENANCE ENGINEER- (LICENCE W/O TYPE RATING)
- ANO : AIR NAVIGATION ORDER
- ASC : AIR SAFETY CIRCULAR
- ATO : APPROVED TRAINING ORGANIZATION
- ATCL : AIR TRAFFIC CONTROLLER LICENCE
- CAAF : CAA FORMS
- FOO : FLIGHT OPERATIONS OFFICER
- FRTOL : FLIGHT RADIO TELEPHONIC OPERATOR LICENCE

FTO	:	FLYING TRAINING ORGANIZATION
GTO	:	GROUND TRAINING ORGANIZATION
ICAO	:	INTERNATIONAL CIVIL AVIATION ORGANIZATION
NOTAM	:	NOTICE TO AIRMEN
PCAA	:	PAKISTAN CIVIL AVIATION AUTHORITY

E2. RECORDS:

E2.1 ATO Audit Checklist (CAAF-025-XXLC-2.0)

E3. REFERENCES:

- E3.1 ICAO Annex – 1.
- E3.2 ICAO Guidance Manual 7192
- E3.3 ICAO Guidance Manual 9841
- E3.4 ANO 90.0001
- E3.5 ANO 90.0002
- E3.6 ANO 90.0003
- E3.7 ANO 90.0006
- E3.8 ANO 90.0012
- E3.9 ANO 90.0014
- E3.10 ANO 90.0015

IMPLEMENTATION:

This Air Navigation Order shall be implemented with effect from 25th October 2009.

(M. JUNAID AMEEN)

Director General
Pakistan Civil Aviation Authority

Dated: October, 2009

(CAPT. S. AFTAB HUSAIN)

General Manager Licensing

Dated: October, 2009

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